I. Call to Order/Roll Call

Chairman Brian Major called the Regular meeting of the Board of Selectmen to order at 7:00 P.M. in the Selectmen's Conference Room at the Town Offices. Present were: Roll Call – Chairman Major – Y and Selectmen Ted Teichert – Y, Alex Vispoli – Y and Mary Lyman – Y. Also present: Town Manager Buzz Stapczynski and Town Clerk Larry Murphy. The meeting was duly posted and cable-cast live.

II. Opening Ceremonies

Chairman Major asked for a Moment of Silence followed by the Pledge of Allegiance.

III. <u>Communications/Announcements/Liaison Reports</u>

The Town Manager made the following announcements:

- ~The Town Yard Task Force has requested a pre-meeting with the Board of Selectmen and Finance Committee prior to their Joint Meeting on Monday, February 13th. The Committee agreed to meet at 6:15 P.M.
- ~The signed paperwork for the \$500,000 Bond Issue from Massachusetts Water Pollution Abatement Plus has been received.
- ~John Lavoie, Superintendent-Director of the Greater Lawrence Regional Technical High School, has asked to be placed on an upcoming agenda to discuss a \$125,000 transfer of funds into the Capital Projects Account. A vote of the Board is required.
- ~A second forum to discuss the Ballardvale Fire Station will be held on Thursday, February 16th in the World War II Memorial Auditorium from 7:00 P.M. 9:00 P.M. with both the Board of Selectmen and School Committee attending.

Town Clerk Larry Murphy announced that the Town Warrant closed on Friday, January 27th with 51 Warrant Articles submitted – 49 are Town sponsored. The deadline to submit nomination papers for the March 27th Town Election is Tuesday, February 8th at 5:00 P.M. and the last day to register to vote in the Town Election is Wednesday, March 7th. Voting for the Town Election will be held at the Collins Field House at Andover High School.

February 16th is the last day to register to vote in the March 6th Presidential Primary. The recent Congressional Redistricting split Andover's precincts 7 and 9 into precincts 7 and 7A and 9 and 9A which make a difference in determining how delegates are proportioned out. A new precinct map can be found on the Town's website and a notice will be sent to the individuals affected by this split. The voting sites for the March 6th Presidential Primary will be at the Senior Center for Precincts 1, 7, 8, and 9 with all other precincts voting at the Collins Field House at Andover High School.

Chairman Major and Selectman Lyman met with Town Accountant Rod Smith to develop five SMART Goals for this fiscal year. The goals will be shared with the Board at a future meeting. Chairman Major challenged the Board to set an example by utilizing the direct deposit format to directly deposit their compensation received from the Town.

IV. <u>Citizens Petitions and Presentations</u>

Bob Pokress of Cherrywood Circle shared a few of his ideas for Town Meeting:

1. The positions taken by the Board and the Finance Committee on each warrant article should show how members voted and if the vote is not unanimous, an explanation on the reasons of each side to be provided.

- 2. Prior to voting on warrant articles at Town Meeting, a listing of everyone's collective priorities in rank order should be shared.
- 3. Creation of a property tax score-card to show the current average property tax and the tax impact on the average tax bill as each article is approved.

V. <u>Regular Business of the Board</u>

A. <u>FY-2013 Budget Presentation</u>

The Town Manager presented the FY-2013 Town Manager's Recommended Budget which is available on-line at the Town Website. The theme of this year's budget is "Building on Opportunities" referring to the entire way the Town's fiscal future is structured and because there are a number of key items providing fiscal opportunities for the Town such as: Health Care Reform, Information Technology, Regional Efforts, Sustainable Energy, Debt Restructuring, and Retirements. This year, the recommended budget is \$147,159,945, which is a 2.3% increase (\$3,279,623) over last year's revised budget of \$143.9M.

The Town Manager's Recommended Budget for FY-2013 and the FY2012 Revised Budget is as follows:

Dadget is de fonomer	FY-2012 Revised Budget	FY-2013 <u>Recommended by Town Manager</u>
Town Departments	\$33,271,184	\$34,152,329
School Department	\$63,284,577	\$65,396,399
Fixed Cost/Obligations	\$20,646,183	\$21,503,973
Non-Appropriated Costs	\$ 3,603,916	\$ 3,741,575
Debt Service	\$12,112,692	\$11,585,101
Capital Projects Fund \$ 1,246,000		\$ 2,020,000
Offset Expenditures	\$ 2,238,127	\$ 1,971,255
Warrant Articles	\$ 1,105,000	\$ 409,000
Water & Sewer	<u>\$ 6,372,643</u>	<u>\$ 6,380,313</u>
Total	\$143,880,322	\$147,159,945

Highlights of revenue include an increase in State Aid – Chapter 70 funds of \$413,482 with the potential of receiving an additional \$109,000 in Municipal Aid. The General Local Revenues shows a conservative uptick of \$156,000.

Under Fixed Costs, Health Insurance has been increased by 3% in anticipation of significant savings from plan design changes and Debt Service decreased \$528,000 as a result of advanced refinancing. Capital Projects will be paid from the General Fund Revenues and funding for collective bargaining settlements and other wage increases are included in the budget along with \$400K in the OPEB fund.

The Town Manager talked about staffing noting that no new full-time employees (FTE's) are requested. Two application engineer positions will be added replacing the current vacancies in the Information Technology Department.

The Department of Public Works and Plant and Facilities will be combined for budget purposes under the sub-heading of Municipal Services, and the Town Manager is encouraging the use of contracted or temporary services for Municipal Services to catch up on maintenance and work order backlog for now until the reorganization structure is determined. He also recommends the laborer position at the Cemetery Division be eliminated and the ground maintenance of the cemetery outsourced to a landscape company. They will also continue the multi-year process of realigning staff at the Water Treatment Plant for enhanced efficiencies and cost savings.

Revenue Sources:	FY-2012 <u>Appropriated</u>	FY-2013 TM Recommendation	
Property Taxes	\$105,926,697	\$110,081,217	
Add'l Tax/Debt Exclusion	2,947,458	2,349,085	
State Aid	10,265,155	10,686,447	
General Local Revenues	9,414,860	9,570,486	
Offset Local Revenues	2,215,039 1,986	5,255	
Enterprise Funds	12,119,113	12,174,455	
Free Cash	992,000	312,000	
Total	\$143,880,322	\$147,159,945	

The CIP has changed slightly over the last few months. The revised CIP now totals \$14,677,569 and will be funded from the following sources:

General Fund Revenues: \$2,020,000
General Fund Borrowing: \$6,125,000
General Fund Exempt Borrowing: To be determined
Special dedicated Funds: \$3,973,569
Water & Sewer Enterprise Fund: \$2,559,000
Revised Total CIP: \$14,677,569

This amount does not include the Ballardvale Fire Station or the new Municipal Services Facility. These are large projects and the estimated dollar amounts will be forthcoming from the committees overseeing these projects at a later date and would require a debt exemption vote from residents.

Budget Reviews with Department Heads begins on Wednesday, February 9th and is scheduled through the end of March. The Annual Town Meeting will be held on Monday, April 30th and Tuesday, May 1st in the Collins Field House at Andover High School and, if needed, Wednesday, May 2nd in the Collins Center.

The Town Manager thanked his staff, including all Department and Division Heads, Assistant Town Manager Steve Bucuzzo, Finance Director Donna Walsh, Executive Assistant Sandy Cassano and Executive Secretary Carolyn Lynch as well as Superintendent of Schools Dr. Marinel McGrath and Assistant Superintendent for Finance & Administration Paul Szymanski for their input and assistance in preparing the FY-2013 Budget.

Questions/Comments from the Board:

Selectman Vispoli was under the impression that Free Cash would not be used to fund budget items and questioned the use of \$313,000 from Free Cash for OPEB. He feels this violates the position the Board took not to use Free Cash for budget items.

Selectman Teichert asked what the dollar amount is for the two positions going back to the School Department. \$150,000.00

B. <u>Andover Youth Center Grant Agreement</u>

Prior to signing the final Andover Youth Center Grant Agreement, the Board asked Town Counsel Tom Urbelis to advise them of any changes to the Agreement. Mr. Urbelis reported that the Agreement is in order. Once the Agreement is signed, the next steps include the presentation of a check in the amount of \$400,000 from the Andover Youth Foundation to the Town Manager, the appointment of a Building Committee by the Town Manager and the hiring an architect.

Brad Weeden, 5 Summer Street, asked about the wording in the agreement permitting corporate signage and naming rights and if it would be possible to have signs inside and outside of the building. AYF Chair Diane Costagliola said their plans for naming rights have not yet been determined. Many of the naming privileges will be for interior rooms, gyms, offices, etc. No contract was signed with Mr. Cormier, however, his donation came with the stipulation that the Youth Center be named the Cormier Youth Center.

Selectman Teichert motioned to accept and sign the Youth Center Grant Agreement between the Town and the Andover Youth Foundation as presented. The motion was seconded by Selectman Vispoli and voted 4-0 to approve.

Bill Fahey, Director of Andover Youth Services, along with the Chair and Vice-Chair of the Andover Youth Foundation, presented a check to the Board of Selectmen in the amount of \$400,000. Chairman Major presented the check to the Town Manager.

C. <u>Annual Town Election Warrant</u>

On a motion by Selectman Vispoli with a second by Selectman Lyman, the Board voted 4 – 0 to sign the Warrant for the Annual Town Election to be held on Tuesday, March 27, 2012 at the Collins Field House.

D. Water Easement

Selectman Vispoli motioned for the Board to sign the Grant of Easement to accept a water easement at 10 Granli Drive. The motion was seconded by Selectman Lyman and voted 4 - 0 to approve.

VI. Consent Agenda

A. <u>Appointments and Re-appointments</u>

On a motion by Selectman Vispoli with a second by Selectman Lyman, the Board voted 4 - 0 to approve the following appointments as recommended by the Town Manager and as printed in the agenda:

DEPARTMENT	POSITION	RATE	EFF. DATE	
MEMORIAL HALL Arianne Schwartz	<u>LIBRARY</u> Library Aide – PT (v. P. Rocker-Potter)	L2/	1/\$9.75/hr.	2/8/12
PLANT & FACILITIES DEPARTMENT – Facilities Services Robert Moreau Jr. Custodian – 2 nd Shift W1-2/\$43,347 2/7/12 (v. W. Young)				

PLANT & FACILITIES DEPARTMENT – Building Division

Timothy R. McLaughlin Security Guard – Temp. WO-1/\$18.73/hr. 2/7/12

(v. P. Gahagan)

William C. Hale Security Guard – PT WO-1/\$18.73/hr. 2/7/12

(v. A. Currier)

COMMUNITY SERVICES

Danielle L. Boudreau Basketball Referee – PT C2A/\$8.00.hr. 1/28/12 Nicole L. Boudreau Basketball Referee – PT C2A/\$8.00/hr. 1/28/12

ECONOMIC DEVELOPMENT COUNCIL - Terms expire 6/30/15

David Pierre Brad Duffin
Andrea Leary Kenneth Bradley
Timothy Vaill Jeffrey Spagat
Stephen Leed Marlene Hoyt

Thomas Belhumeur

VII. Approval of Minutes from Previous Meetings

On a motion by Selectman Lyman and seconded by Selectman Vispoli, the Board approved the Tri-Board Meeting minutes of January 4, 2012 and the Regular Meeting minutes of January 23, 2012 as presented.

VIII. Adjournment

On a motion by Selectman Teichert and seconded by Selectman Vispoli, the Board voted 4 - 0 to adjourn the Regular Meeting of February 6, 2012 at 8:20 P.M.

Respectfully submitted,

Dee DeLorenzo Recorder

Documents: Water Easement for 10 Granli Drive

Annual Town Election Warrant

Andover Youth Center Grant Agreement